

**MINUTES  
PARK COMMITTEE  
Wednesday, September 13, 2017  
City Hall, Room 207  
5:30 P.M.**

MEMBERS PRESENT: Aldermen Andy Nicholson, Chris Wery, John Vanderleest, and David Nennig

MEMBERS ABSENT: None

OTHERS PRESENT: Director Cramer, Dan Ditscheit, Brian Pelot, Rick Jensen, Director Grenier, Ald. Dorff, Ald. Steuer, and Ald. Zima

**Approval of the minutes of the meeting of August 9, 2017**

A motion was made by Ald. Nicholson and seconded by Ald. Wery to approve the minutes of the meeting of August 9, 2017. Motion carried.

**Adoption of the Agenda**

A motion was made by Ald. Nicholson and seconded by Ald. Wery to adopt the agenda of the September 13, 2017, Park Committee. Motion carried.

**1. Presentation and update on the Baird Creek Preservation Foundation's achievements and goals (Informational only)**

The Baird Creek Preservation Foundation has been in existence since 1997. They are a non-profit organization whose mission is to facilitate the preservation and restoration of the Baird Creek Watershed in order to enhance its value as an ecological, recreational, and educational resource for generations to come.

They have teamed up with the City over the years on many different projects which include property purchase, trail projects, invasive vegetation removals, and the restoration of natural areas. In addition, they regularly program activities within the Baird Creek Greenway to get people out into nature.

Their organization recently hired a new Executive Director and they have requested an opportunity to meet with the Park Committee for introductions. They would also like to update the committee on recent projects they have completed.

A motion was made by Ald. Nicholson and seconded by Ald. Vanderleest to open the floor for discussion. Motion carried.

Katie Johnson, Baird Creek Preservation Executive Director – introduced herself and Holly Basemen, Baird Creek Preservation Communications Director. K. Johnson has a background in non-profit work, and is looking forward to preserving and strengthening the relationship between the Baird Creek Preservation and the City. H. Basemen added the group does a lot invasive species removal and native plantings. To help with this, the group hires summer interns and finds volunteers to do the work. Their group also works with the Green Bay School District and other groups to educate the public. In April, the group had their annual cleanup where about 100 people showed up.

Ald. Nennig, Ald. Wery, and Staff thanked the group for their time and donations.

A motion was made by Ald. Nicholson and seconded by Ald. Wery to return to regular order of business. Motion carried.

A motion was made by Ald. Nicholson and seconded by Ald. Wery to receive and place on file the update on the Baird Creek Preservation Foundation's achievements and goals. Motion carried.

## **2. Consideration with possible action on the request by an eagle scout to construct a section of boardwalk in the Baird Creek Greenway**

Nicholas Kuepper contacted the City and the Baird Creek Preservation Foundation and would like to reconstruct a damaged section of boardwalk to complete the requirements for an Eagle Scout Badge. He is here to give a brief presentation on his proposed project, which is part of the requirement for earning the badge.

A motion was made by Ald. Wery and seconded by Ald. Vanderleest to open the floor for discussion. Motion carried.

Nicholas Kuepper, Life Scout of Troop #1172 – He stated he'd like to improve the boardwalk by making it longer and more structurally sound. Hikers and bikers have

made a trail around the damaged boardwalk causing erosion in the area. He will also be adding gravel in some spots throughout the trail for safety.

Ald. Nennig agrees that the trail can use some improvements to make it more accessible and thanked N. Kuepper for taking on the project.

Ald. Wery asked when this will be built. N. Kuepper stated this fall.

A motion was made by Ald. Nicholson to return to regular order of business. Motion carried.

A motion was made by Ald. Nicholson and seconded by Ald. Wery to approve the request by an eagle scout to construct a section of boardwalk in the Baird Creek Greenway contingent upon:

- All costs are the responsibility of the Eagle Scout;
- All proper hold harmless agreements and permits being obtained;
- All materials and supplies must meet City building codes;
- Once installed, the boardwalk becomes City property;
- Park staff approval of the design and installation plans.

Motion carried.

### **3. Consideration with possible action on the tree removal fee for 340 N. Broadway**

This project was discussed at the last Park Committee on August 9. The motion made at that meeting was to receive and place this on file. At the City Council Meeting on August 15 Ald. Zima recommended to refer this back to the Committee.

Ald. Zima stated trees were brought to Broadway to improve the area about 20 years ago. At that time, the trees were roughly \$5,000 each. Recently, three trees were taken down by a property owner. The Forestry Department only assessed the trees to be worth \$1,550. He believes this cost does not take into account the true amount for a tree of that maturity and caliper, especially when you include the lighting attached to these trees.

Ald. Nennig added that the trees were not in good condition when they were assessed and that is why their value was depreciated.

Director Grenier explained how the seat walls around the trees were approved and installed in 2012. The walls are not meeting OnBroadway Inc.'s original vision. The

electrical system is no longer maintainable due to tree growth. The property owners who cut down the trees were working within the parameters of the Hold Harmless Agreement that had a defined process specified if the trees in question were removed.

Ald. Zima does not agree with the value assessment and to the best of his knowledge, the lights had been working before the trees were cut.

Assistant Forester, Brian Pelot, presented the tree value formula appraisal process which follows the Trunk Formula Method described in the Council of Tree and Landscape Appraiser's Handbook, 9<sup>th</sup> Edition. The trees measured to be 8" – 15" in diameter. The replacement cost is found by using the largest transplantable tree, which is a 2.5" caliper tree. The appraised value for these trees used calculations that included the condition, trunk, species, and class. The appraisal price was \$557.00 for each tree.

**Ald. Vanderleest excused himself at 6:06 to attend a County Administration Meeting.**

Ald. Zima would like the Committee to look at the appraisal process and decide if it is an appropriate process to have trees removed, replaced, etc.

Ald. Nennig clarified that if there was a discrepancy between OnBroadway Inc. and the City, it would be brought to Committee. Director Grenier concurred. At this time, there has been no disagreement.

Ald. Wery believes the Foresters are following the policy we have in place. The Hold Harmless Agreement simply states the owners must pay the replacement cost, which has been followed in this case.

Ald. Zima believes that with the maturity of the trees, combined with the lighting, it should have been appraised three or four times what it was appraised at.

Ald. Wery clarified that this Committee was only asked to find the value of the trees, not the value of the lighting.

Ald. Nennig would like to pay special attention to The Hold Harmless Agreement with OnBroadway Inc. However, at this time the policy stands. The property owners worked with the City and came up with an estimate before removing the trees. They paid what was agreed upon.

Ald. Nennig added that the property owners hired someone to take down the trees so

no City time or labor was added to this appraisal price.

Ald. Nicholson asked Ald. Zima what he felt a fair price would be for the removal of the trees. Ald. Zima replied \$1,100 each.

A motion was made by Ald. Nicholson to raise the appraised value to \$1,100.00. The motion was not seconded.

Ald. Nennig stated that we have already given the replacement price to the property owners, and he is not sure if legally we can go back and change it.

A motion was made by Ald. Wery and seconded by Ald. Nennig to receive and place on file the tree removal fee for 340 N. Broadway. Motion carried.

**4. Consideration with possible action on a request by Ald. Moore to enhance lighting or install a security gate or other measures at Farlin Park's northwest parking lot to deter late night "meet and greets"**

Ald. Moore has expressed his concerns with crime after hours in the parking lot at Farlin Park and asked staff to research what the options are to try to eliminate this problem.

Staff would not suggest installing a gate or chain due to additional staff time and cost.

Another option would be to install security lights in the parking lot. Staff did get a quote for \$2,570.50 from WPS to install two security lights on wood poles. It is a one-time cost for the installation. There would also be a monthly rental fee of \$14.47 per fixture. The yearly utility cost for two new lights would be \$347.28.

There is currently no funding in the existing Park budget or park bond account for this lighting. The installation cost could be funded in either next year's bond request or through a Community Development Block Grant request. The yearly utility cost would have to be added to the annual Park budget. We would also work with the Police Department to see if they can monitor this issue more closely.

Staff stated that instead of renting lights from WPS, we could purchase and install our own lights and the utility bills will be cheaper. There is a higher up front cost to do this, but the yearly utility bills will be less.

Staff said there have been numerous complaints this summer in particular, of individuals partying in the park throughout the night disturbing the neighbors.

Ald. Nennig stated that putting lights there may not deter people, but instead a Police

presence may be more effective.

A motion was made by Ald. Nicholson and seconded by Ald. Wery to open the floor for discussion. Motion carried.

Bronson Smith, 1525 Smith St – Lives right next to the park and sees what goes on there every night. The parking lot is pitch black at night. Drug dealers will park in the parking lot and their clients will park in front of his house. He believes lighting the park up will deter this. Police have other priorities and it would also be more costly than light poles.

Ald. Nennig asked if the same cars are there repeatedly. To which B. Smith answered it's hard to even tell as it is so dark. A cheaper option might be one light pole with two light fixtures.

A motion was made by Ald. Nicholson and seconded by Ald. Wery to return to regular order of business. Motion carried.

A motion was made by Ald. Nicholson and seconded by Ald. Wery to refer the request by Ald. Moore to enhance lighting at Farlin Park parking lot to Staff for further discussions on lighting options. Motion carried.

## **5. Consideration with possible action on a proposed Wisconsin Public Service Easement at Seymour Park**

On June 14 the Park Committee directed staff to secure funding to relocate the parking lot at Seymour Park closer to the shelter with a driveway entrance off of the cul-de-sac on Oakland Avenue. The Redevelopment Authority granted funding through the Community Development Block Grant program to get it built this year. Public Works already hired a contractor and the work will begin soon.

In order for this parking lot to be installed, Wisconsin Public Service had to relocate an electric pedestal that provided power to the park shelter and park lighting. The pedestal was in the middle of the new parking lot location. Easements were not a requirement when the electric service was installed years ago.

Although the project and funding was approved, the easement was not formally approved. In the past WPS did not require easements for this type of work, they do now. Wisconsin Public Service has already relocated the electric pedestal. We are now just completing the paperwork to grant WPS the easement for the lines that are

already in place. The Community Development Block Grant also funded the electrical work.

A motion was made by Ald. Nicholson and seconded by Ald. Wery to approve the Wisconsin Public Service utility easement at Seymour Park contingent upon the Law Department review and approval of the easement. Motion carried.

**6. Consideration with possible action on a request to authorize the Law Department to commence a court action to vacate the parkway designation necessary to effectuate the property trade with Green Bay Dressed Beef (American Foods Group) at 1010 University Avenue for the development of the East River Trail Connection, per the Council's approval on June 20, 2017**

On June 20 the City Council approved a property trade with American Foods for the East River Trail expansion. The City will give 0.18 acres of Parcel 7-706-1 to American Foods for them to place a driveway on. In return, American Foods will give the City 0.55 acres of shoreline property for the East River Trail expansion. When this was presented to the Park Committee it was thought that the property could be traded quickly through a quick claim deed.

A title company researched this and it was determined that since the property was originally dedicated to the public as greenway, the process is more complicated than anticipated. The City will have to first petition the court to allow this parkway to be vacated. After the courts approve this, it will have to go through the Plan Commission to make an amendment to the Official City Map. In addition, the zoning for this small piece of property will have to be changed to be consistent with the adjacent use, which will allow the driveway to be installed. In order for the property trade to occur, the Law Department will need approval from this Committee to petition the court to begin the Official City Map amendment process.

A motion was made by Ald. Nicholson and seconded by Ald. Wery to authorize the Law Department to commence a court action to vacate the parkway designation necessary to effectuate the property trade with Green Bay Dressed Beef (American Foods Group) at 1010 University Avenue for the development of the East River Trail Connection, per the Council's approval on June 20, 2017

**7. Consideration with possible action on a request by Dressed Beef (American Foods Group) for a driveway lease on Park property located on the 1100 block of University Avenue (Parcel 7-706-1)**

This agenda item directly relates to the previous agenda item. It could take up to 4 months to go through the process to petition the court and go through the Official City

Map amendment. American Foods Group would like to install the driveway yet this year if possible. They have requested the City grant them a driveway lease on the City property we are proposing to trade.

In return for this lease, they will donate their 0.55 acres of property to the City at the same time the lease is finalized. Both parties would still like to go through the Official City Map amendment and proceed with the property trade. This will just allow American Foods to install the driveway later this fall, instead of next year.

A motion was made by Ald. Wery and seconded by Ald. Nicholson to approve the request by Dressed Beef (American Foods Group) for a driveway lease on Park property located on the 1100 block of University Avenue (Parcel 7-706-1) contingent upon:

The Law Department review and approval of the final agreement language;

- All proper permits and insurances being obtained;
- Dressed Beef (American Foods Group) is responsible for all costs associated with the installation and maintenance of the driveway.

Motion carried.

**8. Consideration with possible action on the update on the request by Ald. Steuer to look at ideas/or plans to connect the West Side Trail to the Fox River and East River Trails**

This project was discussed at the Park Committee on April 26. Staff was directed to research this and report back to the Park Committee.

On August 1, Alderman Steuer and Park staff met with the Village of Howard and Brown County Planning to discuss the feasibility of connecting the West Side Trail to the Mountain Bay Trail in Howard. The County and Village staff showed great interest in making this connection a reality. The most direct route would be to build a trail adjacent to the railroad tracks that run directly from the Green Bay city limits to the Mountain Bay Trail.

The Village of Howard did contact the Railroad and it is unlikely they would allow a trail within the railroad ROW. Instead, the Village of Howard will probably have to make this connection by acquiring property adjacent to the railroad to build the trail on. Staff from the Village and County both felt that this could be a feasible option and will begin to explore this option in more detail.



After our meeting, the Village of Howard already took steps to begin installing the first section of this trail from the Green Bay City limits to Highway 41. Funding was already in place to replace Vincent Road in 2019.

Originally the plan was to install standard sidewalks on both sides of the new road. After our discussion, the Village Board approved constructing a 10' wide trail on one side of the road instead of the two sidewalks. Howard's Public Works Department is in the process of modifying the engineering documents to make this change.

It is not known how long it will take for the Village of Howard to make the final connection. There is no funding in place to acquire the necessary property or install the remaining trail. The City of Green Bay will also have to secure funding to make the connection from the West Side Trail to the city limits to meet up to the new trail on Vincent Road.

In 2018 the City will be working with the Green Bay Public School District to create a City-wide trail integration system. This will incorporate sidewalks, roads, and a system of trails for bicycle and pedestrian traffic. At that time we can explore the options to connect the West Side Trail to the Fox River Trail.

Ald. Steuer stated there are a lot of people involved with the development of a trail project like this. I was encouraged that this meeting was very positive.

Ald. Steuer stated he'd like to combine Green Bay trails to other trails throughout the area. The Mountain Bay Trail currently goes out to Wausau. The property owners along Bond Street have issues with trees and drainage. We could possibly take care of these issues with the trail project.

A motion was made by Ald. Nicholson and seconded by Ald. Wery to receive and place on file the request by Ald. Steuer to look at ideas/or plans to connect the West Side Trail to the Fox River and East River Trails. Motion carried.

## **9. Report of the Purchasing Manager**

### **Request approval to purchase 100 sets of picnic table frames from R.J. Thomas Mfg. Co. for \$18,645**

Rick Jensen explained that the City purchases these frames in pieces and Park staff assembles them. We use recycled lumber for the tops and seats. The City saves about 50% of the cost of purchasing new tables this way. This was the low quote and their frame is a quality product.

A motion was made by Ald. Nicholson and seconded by Ald. Wery to approve the purchase of 100 sets of picnic table frames from R.J. Thomas Mfg. Co. for \$18,645. Motion carried.

#### **10. Discussion/action on the proposed Baird School property trade agreement**

Last spring a Green Bay School District referendum passed to fund a new school to be built at Baird Park/School. The School District is interested in keeping the existing school in place while construction occurs on the new school. That way students would not have to be displaced and bused to alternate schools for one year. Unfortunately the School District does not own enough property on the site to fit a new building without demolishing the old.

Shortly after the referendum passed, the School District contacted the Parks Department to see if there was any interest in a property trade to make this work. Staff worked with the School District to develop a concept for the redevelopment of the entire site.

If this property trade is approved the only Park amenity that would remain intact are the tennis courts and the parking lot near the tennis courts. All other Park amenities would be removed or relocated.

The current Baird Park/School boundary consists of 20.02 acres, of which the School owns 6.06 acres and the Park Department owns 13.96 acres. If this property trade is approved the School District would own 10.88 acres and the Park Department would own 9.15 acres.

Staff handed out a preliminary concept and Property Trade Agreement that outlines the terms of the property trade. This agreement highlights what Park amenities would be constructed at the new Park/School site, what the School District would fund for the redevelopment and who is responsible for the ongoing maintenance of these facilities. Staff would recommend that the approval of the property trade be contingent upon the agreement to the terms spelled out in this agreement.

Currently the summer park program runs out of a room in the existing school. The School District has agreed to install a community room with a restroom in the new school that the Park Department can use in the summer months for the Park program.

In addition the School District will allow us to use other classrooms and the gym to run various recreation programs. The School District is proposing that the use of the school

for the summer park program and other recreation programs be consistent with the shared use agreement with the District to be consistent with the other schools.

The City and School District is currently in the process of updating this shared use agreement. Since that agreement is still in the draft stage we would recommend that the approval of the property trade also be contingent upon the approval and execution of the revised shared facility use agreement. This will ensure that the Park Department will be able to use this school and other schools to run Park programs out of.

Staff added that the plans are very preliminary and have not been presented to the public yet. The School District first wanted to first see if the Park Committee and City Council was in favor of the property trade before having public meetings. The concept and plan of the school may change.

A motion was made by Ald. Wery and seconded by Ald. Nicholson to open the floor for discussion. Motion carried.

Mike Stangel, the Executive Director of Facilities for the Green Bay Schools –He stated the school board has been looking at Baird School upgrades for numerous years. They would like to begin construction in Spring of 2018 to have classes in it by Fall of 2019. The plans are very preliminary. The costs for the school and park renovations would be covered by the district through the referendum that has already passed.

Ald. Nennig asked what would come of the old site after the school is torn down. M. Stangel answered that the plan now shows new athletic fields in its place.

Ald. Wery asked what would happen to the basketball court. M. Stangel responded that it would be relocated to the hard surface play area.

Ald. Wery commented that we'd go down one ballfield and wondered if it would include a scoreboard, batting cage, pitching diamond, and covered dugout. The agreement shows one larger field with sports lighting to better serve Park needs.

Ald. Wery asked the school district if they would also fund the installation of dugout roofs. M. Stangel responded yes.

Ald. Dorff wanted to know what the communication plan is as she has been receiving many phone calls. School Staff responded that a school meeting is scheduled for September 21, 2017, a community meeting on September 27, 2017 and a Schmitt Park Neighborhood Meeting on October 22, 2017. However, these public meetings will not occur without Park Committee and City Council approval of the property trade first. Ald. Dorff added there is a lot of community interest in this plan.

A motion was made by Ald. Wery and seconded by Ald. Nicholson to return to regular

order of business. Motion carried.

A motion was made by Ald. Wery and seconded by Ald. Nicholson to approve the Baird School property trade with the Green Bay School District contingent upon:

- The Law Department review, approval and execution of the Property Trade agreement with the Green Bay School District.
- The approval and execution of the revised shared facility use agreement between the City of Green Bay and the Green Bay School District.
- The Green Bay School District to also fund dugout roofs for the relocated ballfield.

## **11. Director's Report**

The repairs of the Fox River Trail north of Dousman have started this week.

Perkins tennis courts was awarded to low bidder. Construction should begin soon.

Staff met with Graef, our pool consultant, and representative from Mrytha Pools to discuss the engineering details for the pool.

An article regarding our FIT in the Parks and GB Rx series is being feature in a national magazine journal of health; Recreation, Parks, and Tourism in Public Health which is published through Indiana University.

We'd like to thank Dick Resch for his \$700,000 donation to the Wildlife Sanctuary education expansion.

This Saturday, the Walk for Wildlife will be held at the Wildlife Sanctuary. This year our feature animal is a swan.

This Saturday, the City will receive an award from the Citizens Group for Scenic Wisconsin. The CityDeck will receive the 2017 Outstanding Public Spaces Award.

The Preble Optimists will sponsor a special night for special needs kids at Bay Beach Park on September 19, 2017 at 5:30-7:00 p.m.

A motion was made by Ald. Nicholson and seconded by Ald. Wery to receive and place on file the Director's Report. Motion carried.

A motion was made by Ald. Nicholson and seconded by Ald. Wery to adjourn the meeting. Motion carried.

Meeting adjourned at 7:07 p.m.